

Foreword

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The *Project Development Procedures Manual* (PDPM) provides the functional framework of policies and procedures for the structured task, sub-task approach described in the *Project Development Workflow Tasks Manual*.

The PDPM describes the procedures for State highway project development. These instructions, with references contained herein, supersede all previously issued instructions.

The manual was prepared primarily for the Project Engineer (PE) and the Project Manager (PM), or other professional, as appropriate in the various functional areas, in "responsible charge" of project development. Although this manual and other manuals and policies provide standards and guidelines, projects must be developed by the proper application of these standards and procedures, guided by good judgment.

The PDPM consists of three Parts and Appendices. Part 1 contains general information. Part 2 describes the project development process in a chronological manner. Part 3 contains specific project development procedures of specialized nature. Appendices A through X contain guidelines for various project development reports while Appendices AA through OO contain all other items that do not conveniently fit in the text of the manual.

The PDPM will be updated on the Internet and can be accessed through the Caltrans home page. Manual holders can subscribe, on the Internet, and receive notification of any changes when they occur. Paper copies of changes will not be available, although anyone who access the PDPM on the Internet can arrange on their own to have a paper copy made.

If a paper copy is maintained by the manual holder, it is important for the manual holder to maintain and use an up-to-date manual. This will insure proper reference to the latest policies and procedures. Responsibility for keeping the manual current belongs to the holder of the manual. One type of update is used - a "Manual Change Transmittal" - published with each change to this edition and will be available on the Internet. This form should be kept in the front of the manual, immediately after the title page.

When using this new manual you may find that additional information is desired on certain specific topics. If this is the case please bring this to the attention of the Division of Design. Suggestions are invited for improvement of the instructions and the economy of the work. The form, "Proposed Revision to Project Development Procedures Manual", should be used for this purpose.